

Sanitized - Approved For Release : CIA-RDP54-00177A000100110037-1

Office Memorandum • UNITED STATES GOVERNMENT

25X1A9a

TO : Mr. [REDACTED], Chief, Services Branch

DATE: 27 May 1948

FROM : Chief, Property Control Division

SUBJECT: Report of Operations for the Month Ending 31 May 1948

1. Status of Personnel:

25X9A2

- a. Persons authorized.....
- b. Persons on duty.....
- c. Persons on sick leave.....
- d. Personnel actions awaiting security clearance.....

2. Major Accomplishments:

a. During the past month this office conducted a survey of the majority of Property Accounts to determine if quantities of typewriters on hand appeared to be excessive to their immediate requirements. Seventy-seven (77) typewriters of various models and sizes, approximately valued at \$3,750.00, were transferred or are in the process of being returned to stock. This office will follow-up on transfer documents received from Office Equipment, Supply Account No. 3 to determine that excess typewriters have been received from the Property Accounts surveyed. During the survey, it was noted that many non-expendable items were excess and, due to constant use, were in unserviceable condition. Instructions have been furnished Property Officers to return such property to appropriate Supply Accounts.

b. A meeting was held with the CIA Property Survey Board members relative to revising Administrative Instruction No. 40-11, Subject: "Property Survey Board", which indicates the Property Survey Board will:

(1) Authorize disposition or destruction of unserviceable and obsolete property in the custody of CIA.

(2) Review and investigate all requests for disposition of property worn out through fair wear and tear or otherwise rendered unserviceable and/or obsolete in the service of the Government without fault or neglect on the part of any individual.

Relative to paragraph 2-b-(1) above the Board agreed that the Surplus Property Officer, Services Branch, should be responsible for disposing of obsolete, unserviceable and surplus property in accordance with existing laws. Only such property which is not acceptable to a

Government disposal agency, would be subject to review and final action by the Property Survey Board. Also, the contents of paragraph 2-b-(2) above should be changed to read that the Board will delegate authority to the Chief, Property Control Division to relieve responsible individuals or unserviceable property, rendered as such through causes other than fault or neglect and only such cases which result in fault or neglect would be subject to Survey. A revision to Administrative Instruction No. 40-11 and the Charter, dated 1 September 1947, appointing the Board, has been completed and will be presented to the Property Survey Board members, for concurrence, during the ensuing month.

c. The draft of the "Property Accounting Regulations," outlining procedural instructions relative to the accountability of Agency property, has been concurred in by the Office of the Chief, Budget and Finance Branch; Chief, Supply Division; and members of the CIA Property Survey Board. The final draft will be available on or before 10 June 1948.

d. (Further accomplishments are indicated in the Special Report, dated 1 June 1948.)

3. Future Plans:

a. During the ensuing month the Property Control Division will establish a procedure relative to accounting for gasoline and oil at

b. As of 1 June 1948, this office will obtain a true inventory figure of the contents of the gasoline tank located at the Warehouse. Thereafter a monthly audit and inventory will be conducted to determine that the quantity on hand agrees with the quantity indicated on the stock record cards. Due to condensation and expansion of gasoline during seasonal periods it will be necessary to allow a 1/2 of 1 per-cent increase of decrease of gasoline during such periods.

4. During the month of May 1948, the following work load was performed by the various sections of the Property Control Division;

a. Control Section;

(1) Vouchers posted.....	835
(2) Delivery Receipts Processed (Expendable).....	565
(3) Reports of Inventory Adjustment Processed.....	20
(4) Identification Control Cards Posted.....	2540
(5) Receipts for Loan Property Processed.....	5

b. Audit and Inspection Section;

(1) Property Accounts Audited.....	3
(2) Supply Accounts Audited.....	1
(3) Accident Investigations.....	2

(4)	Damaged Property Investigations	5
c.	<u>Survey and Clearance Section:</u>	
(1)	Survey Reports Received.....	6
(2)	Survey Reports Being Investigated.....	12
(3)	Survey Reports Ready for Board Action.....	5
(4)	Property Clearances Issues.....	33
(5)	Property Passes Issued.....	5

25X1A9a

